



employer advisor

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Receive Your UI Benefits Correspondence Electronically

Employers can now receive Unemployment Insurance Benefits correspondence electronically through a secure web message center.

Receiving correspondence electronically has many advantages:

- Convenient access to time-sensitive information.
- Receive correspondence several days faster than by regular mail.
- UI Benefits correspondence is sent to a secure UI web site.
- Reduced mailing costs.

UI benefits documents you can receive electronically at this time include:

- Form 613—Weekly Earnings Information Request
- Form 625—Request for Wage Information
- Form 669M—Grievance Notification to Employer
- Form 65—Notice of Potential Unemployment Benefit Costs
- Form 66—Statement of Employment Benefit Costs
- Form 606A—Notice of Claimant Eligibility and Employer Charges
- Form 606 (and 606C)—Employer Notice of Claim Filed

Some employers are returning their Forms 606 and 606C electronically, but they are still receiving these notices by paper mail. If you haven't yet signed up for electronic correspondence, we encourage you to do so.



Signing up is easy. Just follow these steps:

1. Log in to <http://jobs.utah.gov/ui/> Employer, and enter your e-mail address and password.
2. From UI for Employers Home Page, select Electronic Correspondence.
3. Select Incoming Correspondence or Other Options.
4. Enter your Employer ID# and PIN or access code. If your company is not already displayed in the Employer box, you must first add your company by selecting "Add Employer." (Employers will have PIN security control and can assign access codes to employees who are authorized to view and respond to their correspondence.)
5. Under the Inbox tab, click on "If you would like to sign up to receive your correspondence real-time, click here for more details."
6. Read the Overview and Agreement screens and check the box on the Agreement screen to agree to its terms.



UI Tax Report Form 3 and 3H Better than Ever

The Department of Workforce Services continually strives to provide the most up to date and effective methods for reporting the UI tax report (Form 3) and wage list (Form 3H) information. With the release of our newest web-filing program, we are able to provide more account information, history and tax rate data than before. With the implementation of this program, we are discontinuing the in-house software-filing program, Ewage. Acceptable electronic filing formats are found at: <https://jobs.utah.gov/UI/Employer/TaxReporting/FileFormatView.aspx> All the functionality of Ewage, plus more accurate rates and history, are currently available on the web.

Beginning August 6, 2009, we no longer accept online Ewage filings nor Ewage files created on a CD or diskette.

Please remember that you can file for single or multiple accounts using our Internet filing system. This includes a file upload tool to assist with multiple accounts. Instructions are available at the following web site: <https://jobs.utah.gov/ui/Employer/Login.aspx>

Please note that when filing for more than 100 clients, or for companies with more than 250 employees, Utah law requires electronic filing.

DWS has been receiving Unemployment Insurance (UI) reports and taxes electronically from employers for many years with great success. We look forward to working with you to ensure that your quarterly UI reports and payments are received and processed in a timely manner.

Thanks for Filing on the Web and Paying by EFT

The number of employers filing electronically has increased every quarter. Likewise, the number of Electronic Funds Transfer (EFT) payments has increased as well, especially now that employers can choose a future settlement date.

There has been some confusion and concern when employers file their report on a Thursday and find the next available settlement date is the following Tuesday. The Department is closed every Friday. Because we need one business day to process the settlement request, the next available transfer date falls on Tuesday.

Please review the calendar in the month when quarterly reports are due. Process your report by selecting a settlement date when the money transfer will occur.

Again we wish to thank all employers who have filed electronically which provides for more accurate and timely processing.

